

Special Collections Room (Fourth floor of the Central Library)

User Guide No.14-E

Waseda Univ. Library

April 1st, 2020

《Guide for Waseda faculty and staff / students / specially permitted users》

Browse special materials

- Please submit the request at the counter of the room prior to the time shown below to retrieve the material.
- Please limit to about 30 materials per visit.
- After retrieving the materials, staffs check whether they are available for browsing. Therefore depending on the time of application and the number of materials, it may take time before browsing.
- Moreover, depending on the state of the material, browsing may be refused.
- Here is the time schedule to retrieve materials. Please come to the room again after the time below to browse the materials.

Monday-Friday 9:30, 10:30, 11:30, 14:00, 15:00, 16:00, 17:00

- Materials already digitized, facsimiled, microfilmed, or reproduced are in principle only available in that form to preserve the originals. Digitized materials are viewable online through Kotenseki Sogo Database for Japanese and Chinese Classics.

Browse rare book collections

- Only Waseda graduate students, faculty and staff, specially permitted users are able to access rare book collections. Before entering the room, please fill out a designated form and leave all belongings in a provided locker.
- For those who are not eligible for accessing the room, staffs retrieve materials. Please submit the request form at the counter. Materials can be browsed at the special collections reading room.
- For those who are eligible to access rare book collections, materials can be browsed at the desk inside the Special Collections Reading Room (procedure required) and rare book collections area. In case of browsing material outside these rooms, user needs to check it out.

• Please follow a procedure at the desk to borrow a material. There are some books such as large size books and duplicated books cannot be checked out. (Undergraduates cannot check out materials.)

<Number of books/borrowing period>

	Number of books	Borrowing period
Undergraduate	No eligibility	-
Graduate	30 books	30 days
Faculty and staff	60 books	60 days
Specially permitted users	30 books	30 days

*About overdue penalty, please refer to **User Guide No.2**.

Photocopy

- In principle, materials located at the Special Collections Room must be photocopied only at Microforms/ Photographic Services Room.
- Making a copy by photocopy machine or by user's camera is prohibited.
- In case that users wish to make a copy, please fill out the request for photocopy and submit it to the desk.
- With consideration for preservation and maintenance, there are some cases that photocopying is not allowed.